



PUBLIC RECORD REVIEW / DUPLICATION REQUEST FORM

Please print legibly

Date of Request: _____

Requestor's Name: _____

Requestor's Street Address: _____

Requestor's City: _____ State: _____ Zip Code: _____

Requestor's Telephone: _____

Requestor's Email: _____

I request ☐ review ☐ duplication (**check one**) of the following records described with **sufficient specificity** to enable the City of Allentown to determine which records are being requested. Use additional sheets if necessary.

I certify that I am a legal resident of the United States. ☐ Yes ☐ No (**check a box**)

The request may be submitted in person, by regular mail, via email, or by fax to:

City Of Allentown
ATTN: Mary Viola
435 W. Hamilton Street, Room
Allentown, PA 18101
Mary Viola – Right to Know Officer
Email: Right-to-Know@allentownpa.gov
Voice: 610.437.7546 / Fax: 610.437.8730

GENERAL RULES FOR ALL RIGHT TO KNOW REQUESTS:

INITIAL RESPONSE: The Solicitor's Office, as the City's Right to Know Designee, will do 1 of 3 things within 5 business days of the date the Solicitor's Office receives the request: (1) provide an answer to the request by supplying the requested documents; (2) deny the request setting forth the procedure to appeal the denial of the request; or (2) tell the requestor in writing that an additional 30 calendar days is required to fulfill the request for records.

EXTENSION OF TIME: If the City invokes the 30 extension as permitted by the Right-to-Law within the 5 business day period, the requestor will be notified of the reason for the extension of time, the expected response date and an estimate of applicable fees owed when the record(s) become available. The City shall respond on or before the date the 30 calendar day extension period expires, unless the requestor agrees in writing to a longer period of time.

FEES: Fees for duplication of public records shall be as follows:

- A. Photocopying fees: \$0.25 per page
- B. Certification of a public record: (Exclusive of notary fees) - \$1.00 per record, not per page
- C. Specialized Documents: (For example, but not limited to, blueprints, color copies, non-standardized sized documents) – Actual cost
- D. Facsimile/Microfiche/Other Media: Actual cost
- E. Conversion to Paper: If a record is only maintained electronically or in other non-paper media, duplication fees shall be limited to the lesser of the fee for duplication on paper or the fee for duplication in the original media, unless the person making the request specifically requests for the record to be duplicated in the more expensive media.
- F. Postage Fees: Actual cost

RIGHT TO KNOW REQUEST NUMBER: 2016-RTK-

(To be assigned by the Right-to-Know Designee)

Last Revised: 7.21.16